**Student Name:** 

#### Skill Sheet 7.2.1

Date:

Objective 7.2.1: Human Resources (NFPA® 1021, 7.2)

com place prace <b>Req</b> com leade <b>Req</b>	<b>Task</b> Appraise the department's human resource demographics, given appropriate community demographics data, to determine if the recruitment, selection, and placement of human resources is effective and consistent with law and current best practices. <b>Required knowledge</b> Policies and procedures, local, state, and federal regulations, community demographics, community issues, and formal and informal community leaders. <b>Required skills</b> The ability to communicate orally and in writing to relate interpersonally, to delegate authority, to analyze issues, and to solve problems.								
		•	he skill s	sheet, write comments	below.				
Evai	uator/Candidate Comr	nents							
Pass		Fail							
Eval	uator Signature	Date		Student Signature		Date			
Ski	lls Evaluation Ch	ecklist							
		Task	Steps			Yes	No		
1.	Did they appraise the	e departme	nt's hur	man resource demogra	phics.				
2.	,								

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practices.

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Is it consistent with local, state, and federal laws and current best

Objective 7.2.2: Human Resources (NFPA® 1021, 7.2)

Stu	dent Name:			Date:				
a pro	<b>Task</b> Evaluate current employee/management relations and initiate the development of a process that supports a positive and participative employee/management program. <b>Required knowledge</b> Policies and procedures, contractual agreements, and local, state, and federal regulations. <b>Required skills</b> The ability to communicate orally and in writing, to negotiate, to analyze current status of employee relations, to relate interpersonally, to analyze the current employee/management relations, and to conduct program implementation.							
Afte	r the candidate has	completed th	he skill .	sheet, write comments i	below.			
Eval	uator/Candidate Co	mments		,				
Pass		Fail						
Eval	uator Signature	Date		Student Signature		Date		
Ski	lls Evaluation (	Checklist						
		Task	Steps			Yes	No	
1.	Did they evaluate	current emplo	oyee/m	anagement relationships	S.			
2.	1 7 7 3 1							

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program.

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**Objective 7.2.3**: Human Resources (*NFPA*  $^{\otimes}$  1021, 7.2)

Stud	ent Name:		Date:				
mem Req custo Req	<b>ask</b> Establish and evaluate a list of education and in-service training goals, given a summary of the job requirements for all positions within the departments, so that all nembers can achieve and maintain required performance. <b>Required knowledge</b> Training recourses, community needs, internal and external sustomers, policies and procedures, local, state, and federal regulations <b>Required skills</b> The ability to communicate orally and in writing and to organize data and resources.						
Aftei	the candidate has c	ompleted the s	skill sheet, write comments bel	low.			
Evalu	uator/Candidate Com	ments					
Pass		Fail					
Evalu	uator Signature	Date	Student Signature	Date			
Skil	Skills Evaluation Checklist						
		Task Ste	eps	Yes	No		
1.			service training goals, so that required performance.	all			

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Evaluate a list of education and in-service training goals, so that all

members can achieve and maintain required performance.

Objective 7.2.4: Human Resources (NFPA® 1021, 7.2)

Stud	ent Name:			Date:				
when <b>Requ</b> state <b>Requ</b>	<b>Task</b> Appraise a member-assistance program, given data, to determine if the program, when used, produces the desired results and benefits. <b>Required knowledge</b> Policies and procedures, amiable assistance program, local, state, and federal regulations. <b>Required skills</b> The ability to communicate orally and in writing to relate nterpersonally to members, and to analyze needs and results.							
After	the candidate has c	completed th	he skill s	sheet, write comments	below.			
Evalu	ator/Candidate Com	ments						
Pass		Fail						
Evalu	ator Signature	Date		Student Signature		Date		
Skil	ls Evaluation Cl	necklist						
		Task	Steps			Yes	No	
	, , ,			e program, given data, produces the desired r				

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Objective 7.2.5: Human Resources (NFPA® 1021, 7.2)

Stud	lent Name:			Date:				
rega Requi conti Requi	<b>Task</b> Evaluate an incentive program, given data, so that a determination is made egarding achievement of the desired results. <b>Required knowledge</b> Policies and procedures, amiable incentive programs, ontractual agreements and local, state, and federal regulations. <b>Required skills</b> The ability to communicate orally and in writing, to relate interpersonally and to analyze programs.							
Aftei	r the candidate has	completed the	skill s	sheet, write comments be	elow.			
Evalu	uator/Candidate Co	mments						
Pass		Fail						
Evalu	uator Signature	Date		Student Signature		Date		
Skil	Skills Evaluation Checklist							
		Task St	eps			Yes	No	
1.	Did they Evaluate an incentive program, given data, so that a determination is made regarding achievement of the desired results.							

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Objective 7.3.1: Community and Government Relations (NFPA® 1021, 7.3)

Stuc	lent Name:		Date:					
orde fire o <b>Req</b> effec	<b>Task</b> Attend, participate in, and assume leadership role in given community events in order to understand and respond to community needs and enhance the image of the re department. <b>Required knowledge</b> Community demographics, community and civic issues, frective customer service methods, and formal and informal community leaders. <b>Required skills</b> The ability to communicate orally and familiarity with public relations.							
Afte	r the candidate has	completed the	e skill sheet, write comments belov	V.				
Eval	uator/Candidate Cor	nments						
Pass		Fail						
Eval	uator Signature	Date	Student Signature	Date				
Ski	lls Evaluation C	hecklist						
		Task S	teps	Yes	No			
1.	Did they attend, participate in, and assume leadership role in given community events in order to understand and respond to community needs and enhance the image of the fire department.							

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**Objective 7.4.1**: Administration (*NFPA* $^{\otimes}$  1021, 7.4)

Stuc	lent Name:		Date:					
common Requirement Common Requir	Task Develop a comprehensive long-range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met.  Required knowledge Policies and procedures, physical and geographic characteristics, demographics, community plans, staffing requirements, response time benchmarks, contractual agreements, and local, state, and federal regulations.  Required skills The ability to communicate orally and in writing and familiarity with iscal analysis, public policy processes, forecasting resources, and analyzing current department status requirements.							
Afte	r the candidate has co	ompleted the sk	kill sheet, write comments be	low.				
Eval	uator/Candidate Com	ments						
Pass		Fail						
Eval	uator Signature	Date	Student Signature	Date				
Ski	Skills Evaluation Checklist							
		Task Ste	ps	Yes No				
1.		•	ong-range plan, given epartment status, and resour	ces,				

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so that the projected needs of the community are met.

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**Objective 7.4.2**: Administration (*NFPA*  $^{\otimes}$  1021, 7.4)

Stuc	lent Name:			Date:				
data Req chara train fede Req	<b>Task</b> Evaluate and project training requirements, facilities, and building needs, given data that reflect community needs and resources, to meet departmental training goals. <b>Required knowledge</b> Policies and procedures, physical and geographic characteristics, building and fire codes, departmental plans, staffing requirements, training standards, needs assessment, contractual agreements, and local, state, and federal regulations <b>Required skills</b> The ability to communicate orally and in writing and familiarity with fiscal analysis, forecasting needs, and analyzing data.							
Afte	r the candidate has c	completed the	- skill s	sheet, write comments be	low.			
	uator/Candidate Com	•						
Pass		Fail						
Eval	uator Signature	Date		Student Signature		Date		
Skil	lls Evaluation Cl	necklist						
		Task S	teps			Yes	No	
1.	•	n data that r	eflect	requirements, facilities, ar community needs and ng goals	nd			

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**Student Name:** 

### **Skill Sheet 7.4.3**

Date:

**Objective 7.4.3**: Administrations (*NFPA*® 1021, 7.4)

that is ma Req as co of pr	munity, given the app an accurate of the se ade for service delive uired knowledge R ommunity developme operties in the comm	oropriate featervice area cary decision- lisk, hazard, ent features, nunity.	and value analysis methods ar community demographics, and ct a needs assessment plan, to	e organization, so accurate evaluation and processes, as well d assessed valuation			
ΔftΦ	r the candidate has c	omnleted th	e skill sheet, write comments b	nelow			
	uator/Candidate Com	•	e skill slicet, write comments t	iciovi.			
Pass		Fail					
Evalu	uator Signature	Date	Student Signature	Date			
Skil	Skills Evaluation Checklist						
		Task S	Steps	Yes No			
1.	Complete a written of the community	comprehens	ive risk, hazard, and value ana	ysis			

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**Objective 7.4.4**: Administration (*NFPA*  $^{\otimes}$  1021, 7.4)

Stuc	dent Name: Date:						
<b>Task</b> Develop a plan for a capital improvement project or program, given an unmet need in the community so that there is adequate information to educate citizens about the needs of the department. <b>Required knowledge</b> Strategic planning, capital improvement planning and budgeting, and facility planning. <b>Required skills</b> The ability to conduct a needs assessment plan, to effectively communicate in writing, and problem solving							
Afte	r the candidate has completed the skill sheet, write comments below.						
Eval Pass	Evaluator/Candidate Comments						
	uator Signature Date Student Signature  Ils Evaluation Checklist	Date					
<b>SKI</b>							
	Task Steps	Yes	No				
1.	Develop a plan for a capital improvement project or program						

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**Objective 7.6.1**: Emergency Service Delivery (*NFPA*® 1021, 7.6)

Stuc	lent Name:			Date:			
giver Req geog syste state Req	Task Develop a comprehensive disaster plan that integrates other agencies resources, liven data, in order to rapidly and effectively mitigate the impact on a community. Required knowledge Major incidents policies and procedures, physical and leographic characteristics, demographics, target hazards, incident management systems, communication systems, contractual and mutual-aid agreements, and local, tate, and federal regulations and resources. Required skills The ability to communicate orally and in writing and to organize a lisaster plan, familiarity with interagency planning and coordination.						
Aftei	r the candidate has o	rompleted t	he skill .	sheet, write comment	s below.		
	uator/Candidate Com	•		,			
Pass		Fail					
Evalu	uator Signature	Date		Student Signature		Date	
Skil	ls Evaluation Cl	necklist					
		Task	Steps			Yes	No
1.	•	given data	, in orde	veloped that integrate er to rapidly and effec			

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Objective 7.6.2 Emergency Service Delivery (NFPA® 1021, 7.6)

Stuc	lent Name:		Date:				
ager prov Req char cont reso Req	ask Develop a comprehensive plan, given data, (including agency data) so that the gency operates at a civil disturbance, integrates with other agencies actions, and rovide for the safety and protection of members.  equired knowledge Major incident policies and procedures, physical and geographic naracteristics, demographics, incident management system, communication systems, ontractual and mutual-aid agreements, and local, state, and federal regulations and esources.  equired skills The ability to communicate orally and in writing, and to organize a lan familiarity with inter-agency planning and coordination.						
Δfte	r the candidate has i	completed the	skill sheet, write comments l	helow			
	uator/Candidate Con	•	sum streety write comments t	,			
Pass		Fail					
Eval	uator Signature	Date	Student Signature	Date			
Ski	lls Evaluation C	hecklist					
		Task Sto	eps	Yes	No		
1.	data) so that the ag	gency operates	ped, given data, (including a at a civil disturbance, integr rovide for the safety and	• ,			

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protection of members.

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Objective 7.7.1 Health and Safety (NFPA® 1021, 7.7)

Student Name:			Date:				
<b>Task</b> Maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage accidents are reduced. <b>Required knowledge</b> Risk management concepts, retirement qualifications, occupational hazards analysis, and disability procedures, regulations, and laws. <b>Required skills</b> The ability to communicate orally and in writing, to analyze data, and to use evaluative methods.							
After the candidate has completed the skill sheet, write comments below.							
Evaluator/Candidate Comments							
Pass		Fail					
Evalu	uator Signature	Date		Student Signature		Date	
Skills Evaluation Checklist							
Task Steps					Yes	No	
1.	Have they shown that they have maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage accidents are reduced.						
						I	

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